## MS-4018 - Draft, analyze, and present using Microsoft 365 Copilot

Microsoft - Microsoft Copilot - Artificial Intelligence

| Durata: | Lingue: | Certificazione: |
|---|---|---|
| **1 Giorno** | **Italiano** | **-** |

## Descrizione del corso

This course directs users to learn common prompt flows in Microsoft 365 apps including PowerPoint, Word, Excel, Teams, and Outlook. It also introduces Microsoft 365 Copilot Chat and discusses the difference between work and web grounded data.

**Who should attend**
• Administrators
• Business User
• Functional Consultant
• Solution Architect
• Technology Manager

**Prerequisites**
Students should have basic functional experience with Microsoft 365 services.

## Programma

- Introduction to Microsoft 365 Copilot
- Build effective presentations with AI
- Draft impactful documents using AI
- Make your meetings more productive with AI
- Uncover new data insights with AI
- From inbox to impact: Improve your email workflows with AI
- Unlock productivity and unleash creativity with AI powered chat

**ITCore Group**

Via Balestra, 12
6900 Lugano (CH)
+41.091.9760019
www.itcoregroup.com

Via Lanino, 36
21047 Saronno (VA)
+39.02.84108669
www.itcoregroup.com